ISD CAMPUS Bulletin

July 15, 1994

Volume 2 #39

Month at a Glance

August

3 0 - 5 Family Outing

10 0 - 5 Family Outing

17 0 - 5 Family Outing
Teacher's Meetings

18 Teacher's Meetings

19 Teacher's Meetings
7:00 pm High School Football vs South Decatur (Jamboree)

21 Registration Day 1/2 Professional Day

22 Classes Begin (8:00 am)
9:00 am K - 5 Discipline Handbook/Procedure Training-Kindergarten
2:05 pm Discipline Handbook/Procedure Training-Freshman

23 9:00 am K - 5 Discipline Handbook/Procedure Training-Grade 1
12:15 pm Middle School Discipline Handbook/Procedure Training-Grade 6
2:05 pm Discipline Handbook/Procedure Training-Sophomore

24 9:00 am K - 5 Discipline Handbook/Procedure Training-Grade 2
12:15 pm Middle School Discipline Handbook/Procedure Training-Grade 7
2:05 pm Discipline Handbook/Procedure Training-Junior

25 9:00 am K - 5 Discipline Handbook/Procedure Training-Grade 3
12:15 pm Middle School Discipline Handbook/Procedure Training-Grade 8
2:05 pm Discipline Handbook/Procedure Training-Seniors
4:30 pm High School Volleyball vs Tech

26 9:00 am K - 5 Discipline Handbook/Procedure Training-Grade 4

27 9:00 am Boys' Cross Country vs Russiaville (Invitational)
1:30 pm High School Football vs Illinois Deaf

29 9:00 am K - 5 Discipline Handbook/Procedure Training-Grade 5

Kings Island Deaf Awareness Day

Paramount's Kings Island will present its third annual Deaf Awareness Day on Saturday, August 6. The event will feature "special programs which bring the park's dazzling shows to life for the Deaf and hearing impaired... unique educational exhibits designed to help all our guests understand the hearing impaired... and so much more." Information displays will be open from 9 am to 4 pm. A schedule of interpreted shows and performance times will be available at the admissions gate.

Deaf Awareness Day admissions fees are $16.25 for adults and $15.50 for children 3 - 6 and senior citizens (over 60), nearly $10 off the regular price! Tickets may be ordered by mail until July 25, and will be available at the front gate (advance reservations are not necessary).

Illinois Deaf Way '94

Deaf Way Illinois, "a state festival of activities promoting the Culture, History, Language, Art, and Education of Deaf Americans" will be held in Chicago September 22 - 25 at the Bismarck Hotel, 171 W. Randolph St. The event will feature: "exhibits, workshops, guest speakers, Deaf art gallery, children's programs, entertainment, fun/social activities, and much more!" For more information call (312) 239-6662 TTY or (312) 239-6632 Voice.

School Starts in One Month!!!

Thought for the Summer:

Mission Statement

We the community of the Indiana School for the Deaf provide a program that promotes academic excellence and the full emotional, social, intellectual and physical development of our students through a bilingual/bicultural environment.

Indiana Deaf School Mission & Philosophy Committees, 1993

The ISD Campus Bulletin is published weekly during the school year

Send submissions to:

Visitor & Information Center
Alumni Hall Room # 122

Deadline - Fridays

Editor - Gary McWhirter

ISD Begins New Payroll Program

In a move that brings ISD payroll into compliance with state payroll policy, payroll and benefits has begun implementation of a new payroll system. Effective July 1, 1994, ISD will convert the payroll processing form previously used to the current state payroll form commonly referred to as an A4. The new form provides an approved method of properly tracking employee's hours of work during each pay period.

Additionally, several changes will occur that will realign various responsibilities of submitting information for the purpose of calculating individual pay. A summary of these changes is as follows:

1. The employee not ISD payroll will be responsible for tracking their accumulated leave balances (vacation, sick, personal, holiday "comp" and work "comp").

2. The immediate supervisor and the employee must sign the A4 form thereby certifying that the time reported is accurate and correct.

3. A4's not completed and submitted to payroll by 10 am on the Thursday succeeding the Wednesday on which paychecks are distributed, may not be processed thereby causing a delay in pay for those employees. Note: it is the supervisor who is responsible for ensuring that their employees A4's are submitted in a timely manor.

4. Corrections required due to an employees changed work schedule over the weekend succeeding the Thursday on which the original A4 is submitted, must be to the payroll office by 10 am on Monday prior to the Tuesday submission deadline. Changes must be submitted on a separate A4 form clearly marked "revised." This A4 must also be signed by both the employee and their supervisor.

Detailed training of secretarial staff from each department was conducted by Kathleen McNeil on July 7, 1994. Additional training will be conducted up through the beginning of the upcoming school year. For additional information, please contact Kathleen McNeil, payroll/benefits administrator.

For Rent:

Non-Smoking, mature person wanted to share a private room of a house with a Deaf family. Ten minutes drive to ISD, nice quiet neighborhood.

Contact: Bruce Peters

(317) 924-8415 TTY

HEAR Indiana "Special" Events

- **Benefit Golf Outing** - August 4 at Twin Lakes Golf Course (with a "shotgun" start at 1 pm)
- **Youth Leadership Camp** - August 26 - 28 at the Ruth Lilly YMCA Camp, Flat Rock Indiana.**

**FYI - ONLY "mainstreamed" youth are invited to participate in this event!

For more information or to register for these activities, call HEAR Indiana secretary Chris Mercier at (317) 877-1341 (this listing is allegedly TTY accessible, however, when contacted via TTY the call was repeatedly terminated by the receiver...)

Fall 1994 Position Vacancies

Teachers of the Deaf (current Standard Indiana Teacher's License, Deaf Education endorsement required)

- Kindergarten Teacher
- Third Grade Teacher
- Fourth Grade Teacher
- High School Science/Math Teacher
- ASL Resource Specialist
- ESL Resource Specialist
- Intramural Coordinator

Supervising Teachers of the Deaf (minimum of 5 years classroom experience in teaching Deaf students and a current Standard Indiana Teacher's License, Deaf Education endorsement required)

Special Assistant to the Superintendent - Education, all grades (Requires an Indiana Principal's License)

Special Assistant to the Superintendent - Family and Student Services

Director of Support Services

Director of Learning Resource Center

Institutional Teachers (current Standard Indiana Teacher's License required)

Guidance Counselor

Social Services /Social Worker

Teacher Assistants (minimum of 6 months of full time paid experience involving direct services to students, or 6 months as a full time Teacher Assistant required)

0-5 Program

K-5 Program

Substitute Teachers (current Indiana Substitute Teacher Certificate, or a current Indiana Teacher's License required)

Administrative Assistant (3 years full time paid professional experience [or 3 full years accredited college training], plus 1 year full time paid experience in a managerial or supervisory capacity required; passing State typing and written examination also required)

Home Supervisor (must be at least 21 years of age. High school diploma and 1 year full time paid experience involving child care, or 3 years full time paid experience involving child care, required.)

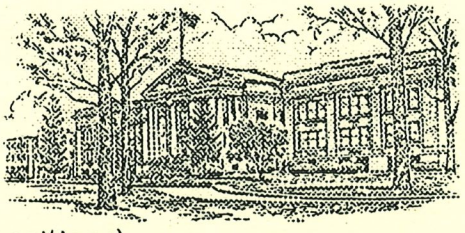
Student Development Assistant

House Parents/Residential Advisors (must be at least 21 years of age. High school diploma or 2 years full time paid experience involving child care required.)

Recreation Assistant

Adjustment Assistants

Substitute House Parents/Residential Advisors (all residence halls)



Physical Plant

Laborer 4, Physical Plant

Steam Plant Mechanic, Physical Plant

Anticipated Vacancies (not currently accepting applications for these positions)

Teacher of the Deaf - Multi Media Lab Specialist

Social Worker III

Please check the State of Indiana Job Bank by the ISD Human Resources/Personnel Office, Alumni Hall Room G19, for vacancies in State Government. The Job Bank is available at this location all summer (as it is through the school year) as a resource for postings at ISD, and throughout Indiana State Government.